REGISTERED No. BG 202.

The Mysore Gazette

PUBLISHED BY AUTHORITY

Vol. 99 | BANGALORE, THURSDAY, AUGUST 20, 1964 (SHRAVANA 29, SAKA ERA 1886) | No. 34

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PART I

IMPORTANT GOVERNMENT ORDERS

FINANCE SECRETARIAT

Directs the Heads of Departments to use the revised form of Check List for expeditious disposal of Pension cases.

CIRCULAR.

No. FD 74 PEN 63, DATED BANGALORE, THE 5TH AUGUST 1964
(SHRAVANA 14, SAKA ERA 1886).

For the check list introduced as Form II in Government Circular No. F. D. 158 PEN 59, dated 22nd—24th December 1959, the following *pro forma* of the revised check list shall be substituted. All Heads of Departments are requested to see that the revised form of the check list is used in future.

By Order and in the name of the Governor of Mysore,

C. R. SESHADRI,
Under Secy. to Govt., F. D.

FORM II

CHECK LIST

PART I—GENERAL

1 Name of the Officer ...	
2 Date of birth ...	
3 Date of first appointment to Government service ...	
4 If service under Government is not continuous, date from which continuous service commenced.	
5 Date of first confirmation under the Government ...	
6 Date of retirement/death ...	
7 In case of death, is any proof in the form of death certificate issued by municipal authorities etc., available ?	
8 Total qualifying service ...	
9 (a) Verification of service : ... (i) Does the service book contain the annual certificates of verification of service for all periods ? (ii) If not, the periods for which the certificates have not been recorded. (b) Steps taken to verify the 'unverified' portions of service . (i) Whether the local acquittance rolls, pay bills etc., for the unverified portion of service, have been looked into. (ii) If the period of service in question has been rendered by the officer in other office (s)/ department (s) has (have) the head (s) of the office (s)/ Department (s) been contacted in the matter ? (iii) If it be found impossible to verify the same otherwise, has the statement of the applicant and the collateral evidence been obtained and accepted by the Competent authority [Rule 330 (IV) M.C.S.R.]	
10 (a) Pension rules by which governed ... (b) Does a valid option for the above rules exist ?	
11 Foreign Service ; Have the pensionary contributions in respect of periods of foreign service, if any, been recovered ? If not, specify the periods.	

12 Military/War Service : Details of any periods of Military/War Service which qualify for civil pension [*vide* Rule 219–A (a)].	
13 Suspension : was the officer ever under suspension ? If so, do orders exist regarding counting of such period (s) for purposes of pension ?	
14 Anticipatory Payments : If the pension sanctioning authority sees reason to believe that the pension/ gratuity cannot possibly be sanctioned by the due date, has he furnished to the Audit Officer the full information to enable him to authorise anticipatory payments ?	

PART II

Pension/Gratuity and Death-*cum*-Retirement Gratuity.

1. (a) Has the application for pension in Form 7 of M. C. S. Rs. been received : if not, has the officer been asked to apply ;	
(b) Type of pension applied for (e.g. superannuation, retiring, invalid or compensation pension)	
2. If the officer has applied for superannuation pension, has he completed the prescribed age ?	
3. Formalities to be observed for the grant of pension/ gratuity other than superannuation pension/gratuity:– (a) Compensation pension/Gratuity : ... (i) Was the permanent post held by the officer abolished ? (ii) Was any equivalent post not offered ?	
(b) Invalid pension/gratuity : ... (i) Has the officer applied for invalid pension/ gratuity as prescribed in rule 273 of M. C. S. Rs. ... (ii) Has the certificate in the prescribed form under rule 278 (a) M.C.S.R. been obtained ?	
(c) Retiring pension/Gratuity : (ii) If the officer is retired under note to rule 285 of M.C.S.R., has he completed 25 years of qualifying service or has he attained 50 years of age and has he been served 3 months noted	
4. (a) Is the officer entitled to the benefit of counting full officiating emoluments for pension under rule 296(f) and 296(g) of M.C.S.R.	

(b) If so, have the necessary certificates been obtained from the competent authority in respect of any periods of leave, foreign service, deputation, etc., that but for going on leave etc., the officer would have officiated in the post in question?	
5. (i) Are any Government dues of the categories (a) to (d) below recoverable from the Officer? If so, steps taken to recover them. (a) Over-drawn pay and allowances, ... (b) Any advances (*e.g.* motor car advances etc.) ... (c) Arrears of house rent ... (d) Miscellaneous ...	
(ii) Have steps been taken to recover from the officer— (a) Any liveries issued to him (b) identity card (c) Secret Box Keys (d) Library books, etc.	
6. Documents to be forwarded: Is the List of enclosures referred to rule 333 of M.C.S.R. complete?	

PART III

Death-*cum*-Retirement Gratuity/Family Pension

(To be issued where death takes place while in service)

Section A

(D. C. R. Gratuity)

1. Is it clearly established that he officer had completed 5 years qualifying service or more at the time of his death?	
2. If there is a valid nomination for D. C. R. Gratuity the name(s) of the nominee(s) and his/her/their relationship(s) to the deceased officer.	
3. If no valid nomination exists the names of the members of the family to whom the gratuity will be payable in equal shares and their respective relationships to the deceased officer *vide* rule 292(ii) of M.C.S.Rs.	
4. (a) Has the intimation in the prescribed form been sent calling for a formal claim for the death-cum-retirement gratuity.?	
(b) If so, has an application in 'Form 9' been received?	

SECTION B.

(Family Pension)

5. Had the officer completed: (a) Not less than 20 years qualifying service on the date of his death, or	
(b) Less than 20 years qualifying service but not less than 10 years qualifying service on the date of his death?	
6. If the case falls under item 5 (b) has Government sanction been obtained under rule, 294 (ii) (b) of M. C. S. Rs.	
7. If there is a valid nomination for family pension, the name of the nominee and his/her relationship to the deceased officer.	
8. (a) Has intimation regarding the admissibility of family pension been sent to the person entitled to it?	
(b) Has the application in 'Form 9' been received?	
9. If no valid nomination exists, the persons to whom family pension is payable and his/her relationship to the deceased officer (*vide* rule 294 (v) of M. C. S. R.	

PART IV

Death-*cum*-Retirement Gratuity/Family Pension.

(To be used where death takes place after retirement.)

SECTION A.

1. Date from which pension took effect.	
2. Amount of pension/gratuity sanctioned on retirement.	
3. Amount of death-*cum*-Retirement Gratuity sanctioned on retirement.	
4. Arrears of pension /Gratuity/D. C. R. G. due.	
5. Whether any portion of the pension had been commuted.	

SECTION B

(Residuary Gratuity)

6. Is the family of the deceased pensioner eligible for the payment of difference between 12 times the emoluments of the deceased pensioner and the amount actually received by the deceased before death by way of gratuity or pension (*vide* rule 292 (iv) of M. C. S. R.	
7. If there is a valid nomination for D. C. R. Gratuity the name(s) of the nominee(s) and his/her/their relationship(s) to the deceased officer.	
8. If no valid nomination exists—the names of the members of the family to whom the residuary gratuity will be payable (in equal shares) and their respective relationship to the deceased pensioner (*vide* rule 292 (ii) M. C. S. R.	
9. (a) Has intimation in the prescribed form been sent calling for a formal claim for the residuary gratuity ?	
(b) If so, had an application in 'Form 9' been received ?	

SECTION C

(Family Pension)

10. Is the family of the deceased pensioner eligible for family pension in terms of rule 294 (i) of M. C. S. R.	
11. If there is a valid nomination for family pension the name of the nominee and his/her relationship to the deceased officer.	
12. If no valid nomination exists—the person to whom family pension is payable and his/her relationship to the deceased pension (*vide* rule 294 (v) M. C. S. R.	
13. (a) Has the intimation regarding the admissibility of family pension been sent to the person entitled to receive it ?	
(b) If so, an application in 'Form 9' been obtained ?	